

Council on Educational Technology

Capital School District Office
198 Commerce Way
Dover, Delaware 19904
Board Room

Meeting Minutes

January 17, 2019
9:00 A.M.

Members Present: Kristine Bewley, Caleb Bontrager, Chris Cohan, Patches Hill, Michael League, Chuck Longfellow, Steve Mancini, Alyssa Moore, Jon Sheehan, Dan Shelton, Jim White

Members Absent: Ruth Ann Jones, Denise Stouffer, Patrik Williams, Mary Nash Wilson

Others Present: Ted Ammann, Kate Cale, Mark Cabry, Tony Clemmons, Earle Dempsey, Mark Holodick, Jim McGee, Randy Reynolds, Jody Sweeney, Benjamin Wells, Jennifer Roussell

I. Opening

A. **Call to Order:** Alyssa Moore called the meeting to Order at 9:03 a.m.

B. **Roll Call**

Alyssa Moore conducted roll call for the meeting with 11 members present (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Mancini, Moore, Sheehan, Shelton, and White).

C. **Approval of Agenda**

A motion was made by Chuck Longfellow and seconded by Mike League to approve the January 10, 2019 agenda. ***The motion carried unanimously*** (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Mancini, Moore, Sheehan, Shelton, and White).

II. Introductions

All members present introduced themselves, provided their title and group affiliation, and gave a brief background of their knowledge base and/or experience with previous groups that met regarding Educational Technology in the State.

III. Logistics

Determine Meeting Dates: There was a short discussion on how often the council should meet, it was determined that the council should meet monthly until July and then revisit the meeting schedule moving forward. Alyssa Moore will send out a Doodle poll to the council members to determine meeting dates.

Public Meeting Requirements: This council will follow Roberts Rules of Order (the council has a total of 15 members, therefore we need at least 8 members to meet a quorum) and the council meetings will be open to the public and will follow the public meeting calendar requirements: Notice of the meeting and agenda will be posted at least 7 days prior to and the draft minutes will be posted within 20 working days after the conclusion of the meeting.

Determine Co-Chairs: The council discussed selecting two members to be Co-Chairs of the council. After discussion, Patches Hill made a motion to nominate Alyssa Moore as Co-Chair and Chuck Longfellow seconded the nomination. *The motion carried unanimously* (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Mancini, Moore, Sheehan, Shelton, and White). Dan Shelton self-nominated as Co-Chair and Chris Cohan seconded the motion. *The motion carried unanimously* (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Mancini, Moore, Sheehan, Shelton, and White).

IV. Discussion of Work Leading to the Creation of the Council

Alyssa Moore explained that the Department was asked to bring back together members from the SCR22 Task Force to work on implementing the goals developed in the final report from that group and provided a brief summary of the process followed by the task force.

The council discussed the recommendations developed by this group as well as their suggestions on topics for future discussion.

Alyssa Moore will create a Schoology group for the members to share electronic documents during the council meetings.

V. Purpose of the Council & Vision Development

Some ideas regarding the purpose and vision of this council included the benefits of collaboration and equity, and the ability to work together to strengthen relationships allowing for all students to have the resources they need to succeed in school. After further discussion, the council came up with a few key points to be included and to expand on the vision from the SCR22 Task Force final report. Patches Hill, Alyssa Moore, and Dan Shelton will draft a purpose and vision statement to bring back to the council for review in February.

VI. Discussion of Potential Focus Areas

A suggestion was made to create subcommittees to discuss the potential focus areas that can meet more frequently and report out at the full monthly council meetings, to help provide the best use of time for all council members.

Additionally, a suggestion was made to concentrate on focus areas that are high priority and realistically could be presented at the next budget hearing for the Fiscal Year 2021 State Recommended Budget, including:

- Consistent technology: What does a modern classroom look like and what equipment is needed? For example: Content filtering on district/charter devices that are being used in the homes of our students
- Standards adoption for educational technology such as the ISTE Standards for Students, Teachers, Leaders, etc.

- List of services that DTI provides to the schools
- Unit count formula to include more units for technology and instructional technology staff – due to technology advances in schools, major security concerns with data and the fact that technology extends to all areas of operation
- Increased DTI support for the K12 network
- Centralized technology contracting for the state – DTI presentation to the GEAR Board is currently in the works
- DTI Catalog for vendor management, i.e. a list of service contracts
- K12 network bandwidth
- Instructional Technology and Technology Infrastructure Needs Assessments
- Universal and flexible support services for districts and charters
- Strategic direction on what services the state/local are currently funding and the changes that can be made to modernize
- Capacity issues for the smaller districts/charter schools

Due to many areas of concern, a suggestion was made to move forward with an immediate/short-term priorities list along with long-term items to consider further down the road. Content filtering was the highest priority item.

Discussion took place around other bodies within the state that might be able to provide feedback/suggestions moving forward, including: TechMACC, Digital Learning Cadre, and the Communication and Collaboration Network (previously known as the Teaching and Learning Cadre/Curriculum Cadre). A few members of the council offered to reach out and bring back information from these committees to the next Council Meeting on Educational Technology.

VII. Public Comment

None

VIII. Adjournment

A motion to adjourn was made by Kristine Bewley and seconded by Steve Mancini. ***The motion carried unanimously*** (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Mancini, Moore, Sheehan, Shelton, and White). The meeting adjourned at 10:47 a.m.